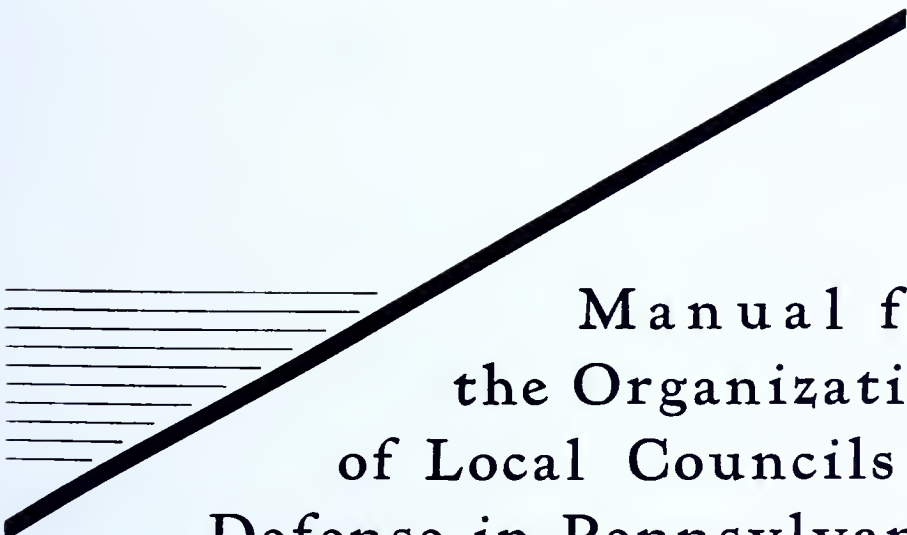




A Manual for the Organization of Local Councils of Defense in Pennsylvania

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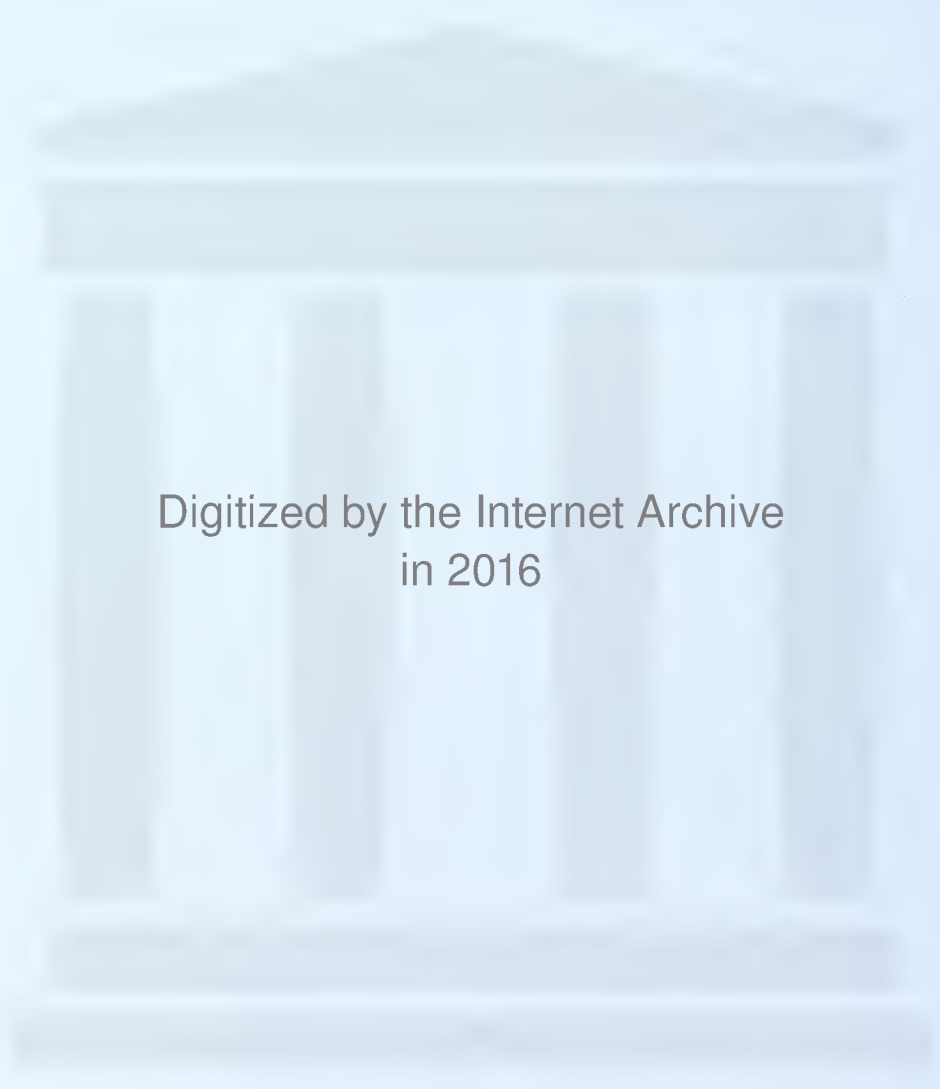
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May 7, 1941

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THE LOCAL COUNCIL OF DEFENSE

The General Assembly of the Commonwealth of Pennsylvania enacted in March, 1941, the "State Council of Defense Act" and on April 17, 1941, Governor James proclaimed the State Council of Defense to be in existence.

Section 6 of this Act empowered each political subdivision of the Commonwealth—city, county, borough and town—to establish a Local Council of Defense by proclamation of the executive officer or governing body thereof. Such Local Councils of Defense are requested to cooperate with the State Council of Defense in the Civilian Defense Program of the Commonwealth, so that the entire state of Pennsylvania may achieve its maximum strength and power at this time of danger.

(Copies of this Act and of the Governor's Proclamation can be obtained by writing the State Council of Defense at Harrisburg.)

Purpose

The establishment of a Local Council of Defense is necessary to insure Civilian defense. It includes a great variety of activities whose purpose is to protect the people, their work, their homes, and their morale. The War Department divides all defense measures into two groups, "Active" and "Passive". The Local Councils of Defense should organize the "Passive" measures of defense. Therefore it is important to understand the distinction. "Active" defense includes all those measures which are carried on by the regular organized military forces, the Army, the Navy, the Marine Corps, and the Coast Guard. "Passive" defense includes all other measures which are necessary to protect the mass of citizens, including, health, fire protection, lines of communication, property, protection against subversive activities, and civilian patriotism and morale.

Local Councils of Defense are the official agencies by which the people of each community provide protection for themselves in "Passive" defense measures.

National and State Councils of Defense

There is a National Council of Defense, of which President Roosevelt is Chairman, and there is a Pennsylvania State Council of Defense, of which Governor James is Chairman. Forty-four other states have similar State Councils of Defense.

At the outset it should be understood that all defense efforts, National, State and Local, should coordinate their activities, so that there will be wide-open channels of cooperation and mutual aid in the civilian defense program between Washington, Harrisburg, and each city, county, and community in Pennsylvania.

The State Council of Defense has organized its activities along lines suggested by the National Council of Defense, and each Local Council of Defense is expected to organize its work along parallel lines. A chart of the organization recommended is shown on page 7 of this manual.

The Local Council of Defense

The first step is the appointment of a Local Defense Council by the mayor, or the county commissioners, or burgess, or borough president. Members of the Local Council of Defense need not be limited to those holding government positions but the Local Council may include men and women from all walks of life who have shown a sincere civic interest and patriotism and the ability to lead in organization.

Advisory Committees

The Local Council of Defense has a very wide range of activities but there are organizations already established in every community that are expert in many of these fields. These organizations, include patriotic, religious, social, educational, civic, women's fraternal, recreational, health, and professional societies, and many other voluntary groups of citizens as well as agencies of Federal, State and Local Governments.

Advisory committees may be named to assist the Local Council of Defense in each of its fields of activity. Representatives of such organizations named above and other citizens who are expert in each field may be appointed on these Advisory Committees.

Problems arising in the community should be referred by the Chairman of the Local Council of Defense to the committee best qualified to render advice or create a program. The matter would then be acted upon by the entire Council after which action may begin.

The Recognized Authority

The Local Council of Defense is the recognized official organization in the community through which all matters dealing in any way with defense are cleared. Other organizations which are planning any type of defense function should first advise the Local Council of Defense of their plans and receive the approval of the Council before any action is taken.

Official Headquarters

The Local Council of Defense may establish office headquarters promptly after it is organized and should provide clerical help so that the office can function each day. In the large cities or communities it will probably be desirable to provide a paid Executive Director. Some communities can however provide the Executive Staff through voluntary workers.

The headquarters of the Local Council of Defense should be conveniently located so that the citizens of the community will know where it is. It should be an office which is prepared to provide full information to any citizens who are interested in knowing

what the defense plans are and should also provide the place for citizens to bring ideas and suggestions for the Local Defense Program.

The expenses of the office of the Local Council of Defense are provided for by the local government.

Please notify the State Council of Defense just as soon as the head of the local government appoints the Local Council of Defense. If he will advise the State Council of Defense the name, and address of the chairman, the State Council will provide printed information and suggestions to the Local Council of Defense.

Printed Information

The following leaflets and bulletins of the State Council of Defense are available for distribution to Local Councils of Defense, and responsible citizens. Please order them by number.

Bulletin No.

1. The State Council of Defense Act.
2. The Governor's Proclamation.
3. Twelve Ways in Which Each Private Citizen of Pennsylvania Can Help Defend America.
4. A Manual for the Organization of Local Councils of Defense in Pennsylvania.
5. Women's Part in the Defense Program—by Mrs. Wm. J. Clothier
6. Training Skilled Workers for Defense Industries—Dr. Frank B. Haas
7. Industrial Preparedness for Defense in Pennsylvania—Hon. Mark James
9. Agriculture and Defense—Hon. John H. Light
10. Housing and Defense—C. V. Doyle
11. Volunteer Aircraft Spotters.
12. Defense and the Consumer.
13. A Community Recreation Program for Men in Uniform in Defense Time.
14. Suggestions for State and Local Fire Defense.

Additional Bulletins will be issued from time to time and sent to the Local Councils of Defense.

ORGANIZATION CHART OF STATE & LOCAL COUNCILS OF DEFENSE IN PENNSYLVANIA

ISSUED BY THE STATE COUNCIL OF DEFENSE
HARRISBURG

